

# THE CITY OF HARRISBURG



## DEPARTMENT OF PARKS AND RECREATION

Office of the Director   Bureau of Recreation   Bureau of Parks Maintenance  
Special Events Office • Park Ranger Corps

***Stephen R. Reed, Mayor***

Dear Fire Station,

The City of Harrisburg would like to invite your station to participate in the Harrisburg Holiday Parade. The parade will be held at 10:00 am on Saturday, November 22, 2003. The parade forms on City Island at 8:00 AM.

The parade will be televised live on WHP TV-21. As a result, we must limit the number of entries from each participant. Therefore, you will only be permitted to enter 1 (one) unit in the parade. Please do not attempt to line-up with more than 1 (one) unit.

If you would like to be a participant in the Harrisburg Holiday Parade, please complete the enclosed application and return to Harrisburg Parks and Recreation by October 17, 2003. All entries must be delivered or postmarked by October 17. Because the parade will be televised, no entries will be accepted after October 17. The City of Harrisburg reserves the right to reject applicants as needed.

Feel free to call me at 255-3020 if you have any questions.

Sincerely,  
Glenn A. White  
Special Events Director  
Harrisburg Parks & Recreation

10 North Second Street, Suite 401, Harrisburg, Pennsylvania, 17101-1686  
Phone: 717-255-3020   Fax: 717-255-6554   [WWW.HarrisburgEvents.com](http://WWW.HarrisburgEvents.com)

**HARRISBURG HOLIDAY PARADE**  
**ENTRY APPLICATION**  
**NOVEMBER 22, 2003**  
**"America -- Rich in History**  
**& Holiday Traditions"**

<b>All Entries must be postmarked by <u>October 17</u></b>
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- ★ **Retain a copy of your completed application packet (including all supporting documentation) for your files.**
- ★ **Application must be typed or clearly printed.**
- ★ **If more than one organization is sponsoring an entry, you must provide information on each group.**

**A. ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: day \_\_\_\_\_ evening \_\_\_\_\_

Fax \_\_\_\_\_ email \_\_\_\_\_

**B. ENTRY INFORMATION**

Unit Name –as it will appear in print: \_\_\_\_\_

Does your unit Play music? \_\_\_\_\_

If yes, What type: \_\_\_\_\_

Sound System description: \_\_\_\_\_

**C. ENTRY CATEGORY-CHECK ONLY ONE. (THE CITY OF HARRISBURG RESERVES THE RIGHT TO PLACE GROUPS IN THEIR PROPER CATEGORY)**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Marching Band (A)* | <input type="checkbox"/> Non-Profit Float (C) | <input type="checkbox"/> Fire Unit (E)       |
| <input type="checkbox"/> Specialty Unit (B) | <input type="checkbox"/> Commercial Float (D) | <input type="checkbox"/> Vintage Vehicle (E) |
| <input type="checkbox"/> Animal Unit (B)    | <input type="checkbox"/> Miscellaneous (E)    | <input type="checkbox"/> Auxiliary Unit (B)  |

**\*MARCHING BANDS USE DIFFERENT APPLICATION,  
CALL 717-255-3020 TO RECEIVE PROPER APPLICATION.**

**D. UNIT DESCRIPTION (MUST BE COMPLETED WITH SPECIFIC DETAILS)**

Size of Unit on Street:    Length (include tow unit)        Width        Height       

Description of entry: \_\_\_\_\_

Description of sound, music, special effects or movement: \_\_\_\_\_

Number of participants riding, walking and/or performing: \_\_\_\_\_

Description of costuming: \_\_\_\_\_

Description of performance: \_\_\_\_\_

Length of performance (number of repetitions per block): \_\_\_\_\_

Transportation –number, size and type of vehicle used to transport unit to parade site: \_\_\_\_\_

Length of performance (number of repetitions per block): \_\_\_\_\_

## E. SCRIPT INFORMATION

Festival Headquarters uses script information to write copy for the Parade and must be included with your application. DO NOT refer to previous script information. Please refer to the following guidelines when providing information:

- ★ These scripts will read on-air during television and radio broadcasts
- ★ It is imperative that this information is precise and interesting, with the most important facts first
- ★ **Assume that the reader knows nothing about your organization/entry**

What is the “story” behind your entry? How does it connect to your organization?

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What is unique about your entry (raw materials used, size, animation, etc.)?

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How many people were involved in creating your unit? \_\_\_\_\_

Please give a one paragraph (100 words or less) description or history of your organization.

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List any individuals and their positions who should be mentioned in the script. Include pronunciations.

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## F. ENTRY FEE

☐ Commercial Entry (\$500)      ☐ Non Profit Entry\*: Tax ID# \_\_\_\_\_

\*nonprofit entries must attach proof of nonprofit status for verification of entry fees.

- ★ All entry fees must be submitted in full.
- ★ If your application is not approved, entry fees will be refunded.  
**Make Check Payable to: City Treasurer**

# Harrisburg Holiday Parade

## "America -- Rich in History & Holiday Traditions"

Saturday, November 22, 2003  
10:00 AM

### Rules and Regulations

Please review the following rules and regulations of the Harrisburg Holiday Parade. **An administrator of your company or organization must sign this form to verify compliance.**

### GENERAL INFORMATION

1. The theme for this year's Parade is **"America -- Rich in History & Holiday Traditions"**. The theme is open to individual interpretation. Entrants will be judged on their adherence to the theme.
2. The Parade will broadcast live on WHP TV-21.
3. Registrations must be postmarked on or before October 17.
4. The 2 mile long parade route traverses downtown Harrisburg.
5. The Harrisburg Holiday Parade is a non-partisan organization. Themes or props may not be based on controversial, social, political, or religious issues.
6. The Parade is being provided with a Santa. **NO other Santa's** will be permitted in the Parade. **DO NOT include a Santa in your unit.**
7. All materials submitted with your application become the property of the City of Harrisburg.
8. Once approved, you may not make any changes to your entry without written authorization from the City of Harrisburg. You must notify The City of Harrisburg in writing of any planned changes.
9. Any entry not conforming to the approved application will be disqualified.
10. The City of Harrisburg reserves the right to accept or reject any application without explanation.

### PARADE LINE-UP AND PARADE ROUTE

11. Each organization must have one representative report to the Parking Ticket Booth in the North Parking Lot of City Island for registration no later than 8:30am on the morning of the Parade.
12. The Parade forms on City Island at 8:00 am. The parade starts at 10:00am. **Any group that is not in line by 9:30am will be disqualified from winning Prize Money or Trophies.**
13. The **PROPOSED** parade route forms on City Island, with the Official starting point located at Front and Market Streets. The parade route will then follow these street directions:

Market Street to Second Street  
Second Street to North Street  
North Street to Front Street  
Front Street to Market Street  
Market Street Bridge to City Island

14. Items may be handed out to the parade audience in accordance with the following:
  - a. The City of Harrisburg's Department of Parks and Recreation must approve all items; a sample must be provided with your completed application form;
  - b. Wrapped items (candy, holiday crackers, etc.), non-inflated balloons, brochures, and fliers are prohibited; and
  - c. **Item(s) may NOT be thrown from the parade route.** Each entrant must provide additional costumed walkers to walk along the curb, adjacent to the parade entry, and hand items directly to the audience.
  - d. Parade entry must keep pace with parade, not participants handing out items.
15. **NO STOPPING!!** All activities must be performed while moving forward. Any group that stops to perform for the judges will be disqualified from winning Prize Money or Trophies and will be banned from all future parades.
16. The Judges Review Stand and the televised area are located in front of City Hall on Second Street.
17. All banners or signs displayed by a unit must be approved by the Special Events Director. Banners or signs not approved by the Special Events Director will have to be removed prior to the unit participating in the Parade. Any unit that does not remove unauthorized banners or signs, will not be permitted to participate in the Parade.
18. All units must be decorated or costumed to adhere to the parade theme, this includes Boy Scouts, Girl Scouts, Unions, Auto Units, Fire Companies, etc. Any unit that is not decorated or costumed to adhere to the parade theme will be placed at the end of the parade and will not appear on television.
19. **Units (not including floats, and marching bands) cannot be longer than 60 feet. All units must pass the review stand within 15 seconds.**
20. No unit should be more than 12'6" for transport to and from parade.
21. **All Children under 9 years of age must ride on a float.** No children under 9 may walk the parade route.
22. All units should meet the descriptions given in this packet. Any units not meeting the requirements given in this packet could be disqualified.

#### AWARDS CEREMONY

23. An awards ceremony will be held in Strawberry Square (corner of Walnut and Third Street) at 1:00 p.m. on the day of the parade.

I understand and agree to the policies and procedures set forth by the City of Harrisburg's, Department of Parks and Recreation.

Name (Please Print) \_\_\_\_\_  
 Title \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Parade Prizes, Categories and Entry Fees

## PARADE CATEGORY PRIZES

A) Marching Band	1st-\$500 2nd-\$250 3rd-\$100
B) Specialty Unit	1st-\$500 2nd-\$250 3rd-\$100
C) Non-Profit Floats	1st-\$500 2nd-\$250 3rd-\$100
D) Commercial Sponsored Floats	1st, 2nd, 3rd Place Trophies
E) Miscellaneous	1st, 2nd, 3rd Place Trophies

\*\* All Prize Money winners also receive Trophies.

An Awards Ceremony will follow the event at approximately 1:00 p.m. at Strawberry Square, at the corner of Third and Walnut Street.

## ENTRY FEES

<b>Marching Band:</b>	FREE
<b>Specialty Units:</b>	FREE
<b>Non-profit Floats:</b>	FREE
<b>Commercial Sponsored Floats:</b>	\$500.00

**Commercial Sponsored Floats** are those organizations that advertise through means of radio, television or printed form either newspaper or magazine, billboard, the Yellow Pages or via the mail. Includes all major businesses and corporations. Due to uncontrollable nature of live TV we cannot guaranteed anyone being aired that parade day.

<b>Miscellaneous:</b>	FREE
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**The City of Harrisburg reserves the right to place groups in their proper category.  
Category placement decisions by the City of Harrisburg are final.**

### A) Marching Bands

- This category includes High School, Jr. High School or Elementary School related marching bands, jazz ensembles, brass ensemble, Drum & Bugle Corps, etc. These units must be mobile and must perform while on parade.
- All marching bands must be in professional uniforms.
- Performing holiday music is not required.
- When filling out the application please complete all information including what music you will be performing while walking through the TV Zone.
- Please choose a high energy, robust piece to play in the TV Zone. This is what will be televised and what will represent you and your school to the Capital Region.

### B) Specialty Units

- The following are examples of Non-Commercial Units that should be placed in this category: Color guards, costumed groups, clown clubs, musical non-band marching units such as pompom groups and baton groups, non-musical marching units such as synchronized marchers and drill teams, novelty units, animal units, Auxiliary Units, etc. These units will be judged on their adherence to the Parade theme, however adherence to the theme is not mandatory. These units should be creative unique and visually exciting.

#### ○ ANIMAL UNITS

- Animal Units include horses, wagon/carriage units, dogs, camels, mule teams, llamas, or any other unusual animal.

- **You must provide a costumed clean-up crew with each animal unit and remove ALL animal waste in the staging/destaging areas and throughout the parade.**
- **FOCUS AREAS**
- Unit theme and entertainment value.
- While the parade does not recommend anthropomorphizing (attributing human characteristics) animals, unit needs to consist of more than animals walking down the street.
- All drivers, riders, walkers, and cleanup crew members must be in costume. Sweatshirts, t-shirts, and jeans are not accepted as costuming.
- **ACCEPTANCE STANDARDS**
- Dogs or small animals: minimum 20, maximum 35
- Horses and riders: minimum 10, maximum 30
- Creative costuming
- Well planned formation or routine
- Full use of the street

### C) Non-Profit Floats

- Non-Profit organizations include churches, schools, community organizations, non-profit agencies, hospitals, scouts, neighborhood groups, and government agencies. A 501-c-3 number must accompany registration. **Any float in this category may not display the name, logo or other identification of any corporation or business.** All banners and signs must be approved by the City of Harrisburg. All units in this category must adhere to the Parade Theme.
- A float is defined as any completely decorated or disguised unit powered by a motorized vehicle. Floats may not be less than 8' wide x 10' long and no more than 14' wide x 60' long x 12' 6" high from street level.
- Types of Floats
  - **Self-propelled** – float is motorized or moves by its own power. Usually, the float frame is attached to the car or truck. This vehicle must be completely disguised.
  - **Towed** – float is built on a wheeled base and towed by another vehicle. All tow vehicles must be disguised.
- Any unit over 45' in length should be "broken" with a pivot point to accommodate turning corners. In certain cases, height may exceed the 12' 6" dimension if provisions have been made to mechanically contract the unit to go under skywalks, trees, and streetlights.
- All exposed parts and wheels must be completely covered. Remember that television viewers will see your entry from all angles, including from above.
- Skirting material should reach to within two inches of the ground. Hard cover skirting should reach no closer than eight inches to the ground.
- All floats and units with generators must have two (2) fire extinguishers mounted in plain view on each float and available to the driver and/or entertainers. All riders on the float must be instructed in proper use of fire extinguishers.
- Each float must be able to be towed and have EXTERIOR FRONTAL towing capability. IF your float breaks down, a tow truck will remove it from the parade.
- Each float must be towed by a licensed vehicle (if not self-propelled); built on a licensed vehicle (if self-propelled); or be transported on a licensed trailer by a licensed vehicle.
- Each float may carry as many people as safety allows, however, a maximum of fifty (50) people may perform on the street with the float (in some circumstances, the City may waive this requirement). Walkers and float riders should be used only when they serve a useful function to the overall theme of the float and must be costumed appropriately to fit that theme.
- **FOCUS AREAS**
  - Size



- Color
- Animation/movement
- Performance
- Additional Walkers

#### **D) Commercial Sponsored Floats - \$500.00**

- This category is for any float that is sponsored by a corporation or business. All units in this category must adhere to the Parade Theme. **NO MEDIA VEHICLES WILL BE ALLOWED, UNLESS PULLING A PROFESSIONALLY MADE FLOAT.** All banners and signs displayed on the float or carried in the parade, must be approved by the Special Events Director.
- A float is defined as any completely decorated or disguised unit powered by a motorized vehicle. Floats may not be less than 8' wide x 10' long and no more than 14' wide x 60' long x 12' 6" high from street level.
- Types of Floats
  - **Self-propelled** – float is motorized or moves by its own power. Usually, the float frame is attached to the car or truck. This vehicle must be completely disguised.
  - **Towed** – float is built on a wheeled base and towed by another vehicle. All tow vehicles must be disguised.
- Any unit over 45' in length should be "broken" with a pivot point to accommodate turning corners. In certain cases, height may exceed the 12' 6" dimension if provisions have been made to mechanically contract the unit to go under skywalks, trees, and streetlights.
- All exposed parts and wheels must be completely covered. Remember that television viewers will see your entry from all angles, including from above.
- Skirting material should reach to within two inches of the ground. Hard cover skirting should reach no closer than eight inches to the ground.
- All floats and units with generators must have two (2) fire extinguishers mounted in plain view on each float and available to the driver and/or entertainers. All riders on the float must be instructed in proper use of fire extinguishers.
- Each float must be able to be towed and have EXTERIOR FRONTAL towing capability. If your float breaks down, a tow truck will remove it from the parade.
- Each float must be towed by a licensed vehicle (if not self-propelled); built on a licensed vehicle (if self-propelled); or be transported on a licensed trailer by a licensed vehicle.
- Each float may carry as many people as safety allows, however, a maximum of fifty (50) people may perform on the street with the float (in some circumstances, the City may waive this requirement). Walkers and float riders should be used only when they serve a useful function to the overall theme of the float and must be costumed appropriately to fit that theme.
- **FOCUS AREAS**
  - Size
  - Color
  - Animation/movement
  - Performance
  - Additional Walkers

#### **E) Miscellaneous**

- This category is for any unit that does not fit in any of the other categories including, but not limited to the following, Vintage Vehicles, Walking Units, and Special Feature Units. Units in this category will be judged according to their adherence to the Parade Theme, which is mandatory.
  - **Unique/Vintage Vehicles**
    - Unique Vehicle units include motorized or self-propelled "vintage," "antique," or "funny cars." A maximum of 12 vehicles consistent in

theme may be submitted. Cars must travel the parade route at least two cars wide.

- Important Note: In order to enhance performance value, unique vehicle units must be accompanied by performing volunteers interacting with the audience and consistent with the unit theme. For example: Volkswagens with hippies; street rods with clown cops issuing tickets, etc.
- FOCUS AREAS
  - Make it an ENTRY, not just something driven down the street.
  - Have a theme and carry it out visually.
  - All drivers and passengers must be in costume.
  - Vehicles must be decorated and should feature moving accessories (props, noisemakers, etc.).
- ACCEPTANCE STANDARDS
  - Vintage, classic, antique, or funny vehicles
  - Maximum of twelve (12) vehicles in unit
  - Creative costuming, including drivers/passengers
  - Performing walkers interspersed throughout unit
  - Use of music/sound/sound effects

○ **WALKING UNITS**

- Walking units consist of 25 to over 100 choreographed and costumed participants. **Sweatshirts or t-shirts with logos, and jeans are not allowed as costuming** (special consideration will be given only if these are part of a well-thought-out, integrated costume design).
- FOCUS AREAS
  - Fun costumes or accessories, props, striking choreography, and noise .
  - Anything transporting a sound system must be disguised to tie in with the unit.
  - Large rehearsal spaces (parking lots) are essential
- ACCEPTANCE STANDARDS
  - 25 to 100+ performers
  - Creative costuming
  - Interesting, well-rehearsed choreography or routine
  - Use of music/sound
  - Full use of the street

○ **SPECIAL FEATURE UNITS**

- Special Feature Units are made up of one or more push units, other non-float pieces or mini motorized floats under 8' wide by 10' long. For example: a forest of 2' x 10' tall trees weaving in and out of performers dressed as Little Red Riding Hoods.
- FOCUS AREAS
  - Size, movement, color, and sound.
  - Because they are smaller than floats, Special Feature Units should be propelled to take up as much of the street width as possible or be surrounded by performing walkers.
  - Sweatshirts or t-shirts with logos and jeans are not allowed as costuming.

- **ACCEPTANCE STANDARDS**
- Pushed or motorized central unit(s)
- 10 to 100+ performers
- Creative costuming
- Creative use of music/sound
- Well-planned propulsion or choreography/performance/routine
- Full use of the street

### **Application Waiver**

Your organization, if selected, agrees to participate in the 2003 Harrisburg Holiday Parade, in Harrisburg, Pennsylvania on Saturday, November 22.

In consideration for being accepted as a participant, we irrevocably grant the City of Harrisburg the exclusive right to use in any media our name, likeness, photos or reproduction of our performance for any purpose including promotion, advertising or otherwise. With these rights, we hereby release the City of Harrisburg and its officials, employees, sponsors, and its agents from any claim, liabilities and/or damages that may now or in the future arise by reason of such use. Further, we acknowledge that we are aware of the risks associated with participation in this Parade and, therefore, on our behalf and that of our heirs, do hereby release the City of Harrisburg and its officials, employees, sponsors, and its agents for any and all claims, liabilities and/or damages on account of any personal injury or property damage which may occur from any cause before, during or after the Parade.

X \_\_\_\_\_ Date \_\_\_\_\_